



**CHRIS CHRISTIE**  
*Governor*

**KIM GUADAGNO**  
*Lt. Governor*

**State of New Jersey**  
Highlands Water Protection and Planning Council  
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**JIM RILEE**  
*Chairman*

**MARGARET NORDSTROM**  
*Executive Director*

**MEETING AGENDA**  
**Thursday, December 7, 2017 at 4pm**

1. CALL TO ORDER
2. ROLL CALL
3. OPEN PUBLIC MEETINGS ACT STATEMENT
4. PLEDGE OF ALLEGIANCE
5. APPROVAL OF HIGHLANDS COUNCIL MINUTES – October 19, 2017
6. APPROVAL OF HIGHLANDS DEVELOPMENT CREDIT BANK MINUTES – November 2, 2017
7. CHAIRMAN'S REPORT (and Council Member Reports)
8. EXECUTIVE DIRECTOR'S REPORT
9. AUDIT COMMITTEE
  - CONSIDERATION OF RESOLUTION – Acceptance of Audit (*voting matter with public comment*)
10. LANDOWNER EQUITY AND LAND PRESERVATION COMMITTEE REPORT
  - CONSIDERATION OF RESOLUTION – Approval Of Applications Under The Highlands Open Space Partnership Funding Program (*voting matter with public comment*)
11. RMP AMENDMENT COMMITTEE
  - Work Session
12. PUBLIC COMMENTS (*to ensure ample time for all members of the public to comment, we will respectfully limit comments to three (3) minutes. Questions raised in this period may not be responded to at this time but, where feasible, will be followed up by the Council and its staff.*)
13. EXECUTIVE SESSION, *if deemed necessary*
14. ADJOURN

**RESOLUTION 2017-  
NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL  
ACCEPTANCE OF AUDIT REPORT**

**WHEREAS**, the Highlands Water Protection and Planning Act (Highlands Act) has created a public body corporate and politic with corporate succession known as the Highlands Water Protection and Planning Council (Highlands Council); and

**WHEREAS**, Section 6.g of the Highlands Act authorizes the Highlands Council to conduct its business as needed to effectuate the purposes of the enabling legislation; and

**WHEREAS**, in order to properly perform independent audits as required by State law, the Highlands Council established the Highlands Council's Audit and Evaluation Committees by Resolution 2006-06 on January 19, 2006; and

**WHEREAS**, the Highlands Council's Evaluation Committee approved a Request for Proposal (RFP) to provide auditing services on April 21, 2016; and

**WHEREAS**, after the review and recommendations of the Evaluation Committee and the Audit Committee, the Highlands Council approved Resolution 2016-9 on October 20, 2016 authorizing the Executive Director to enter a contract for auditing services with Mercadien , P.C. (Mercadien); and

**WHEREAS**, Mercadien completed and prepared the final report on the Highlands Council's financial statement and recommended actions for Fiscal Year 2016 and presented it to the Audit Committee of the Highlands Council; and

**WHEREAS**, the Highlands Council Audit Committee reviewed the final report and the annual management letter with Mercadien and recommended that the Highlands Council accept the final report.

**NOW, THEREFORE, BE IT RESOLVED** that the Highlands Council hereby:

- 1) accepts Mercadien's final audit report for Fiscal Year 2016; and
- 2) directs the Audit Committee to continue to oversee the proper implementation of the audit requirements in accordance with State law.

**CERTIFICATION**

I hereby certify that the foregoing Resolution was adopted by the Highlands Council at its regular meeting held on the 7<sup>th</sup> day of December 2017.

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Jim Rilee, Chairman

**RESOLUTION 2017-**  
**NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL**  
**ACCEPTANCE OF AUDIT REPORT**

<b>Vote on the Approval of The Resolution</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Councilmember Alstede	_____	_____	_____	_____	_____	_____
Councilmember Carluccio	_____	_____	_____	_____	_____	_____
Councilmember Dougherty	_____	_____	_____	_____	_____	_____
Councilmember Dressler	_____	_____	_____	_____	_____	_____
Councilmember Francis	_____	_____	_____	_____	_____	_____
Councilmember Holtaway	_____	_____	_____	_____	_____	_____
Councilmember James	_____	_____	_____	_____	_____	_____
Councilmember Richko	_____	_____	_____	_____	_____	_____
Councilmember Sebetich	_____	_____	_____	_____	_____	_____
Councilmember Tfank	_____	_____	_____	_____	_____	_____
Councilmember Visioli	_____	_____	_____	_____	_____	_____
Councilmember Vohden	_____	_____	_____	_____	_____	_____
Councilmember Walton	_____	_____	_____	_____	_____	_____
Chairman Rilee	_____	_____	_____	_____	_____	_____

**RESOLUTION 2017-  
NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL  
APPROVAL OF APPLICATIONS UNDER THE HIGHLANDS OPEN SPACE  
PARTNERSHIP FUNDING PROGRAM PURSUANT TO ADMINISTRATIVE RULE  
N.J.A.C. 7:70-1 et seq.**

**WHEREAS**, the Highlands Water Protection and Planning Act (Highlands Act), N.J.S.A. 13:20-1 et seq., created a public body corporate and politic with corporate succession known as the Highlands Water Protection and Planning Council (Highlands Council or Council); and

**WHEREAS**, the Highlands Act at N.J.S.A. 13:20-2 declares that the New Jersey Highlands is an essential source of drinking water, providing clean and plentiful drinking water for one-half of the State's population, including exceptional natural resources such as clean air, contiguous forest lands, wetlands, pristine watersheds, and habitat for fauna and flora for the citizens of the State; and

**WHEREAS**, the Highlands Act, also includes that “the new regional planning approach and the more stringent environmental regulatory standards should be accompanied, as a matter of wise public policy and fairness to property owners, by a strong and significant commitment by the State to fund the acquisition of exceptional natural resource value lands . . .”; and

**WHEREAS**, on July 17, 2008, the Highlands Council adopted the Highlands Regional Master Plan (RMP) which became effective on September 8, 2008 and which through RMP Goal 1H calls for the protection of critical resources through land preservation and stewardship of open space throughout the Highlands Regions; and

**WHEREAS**, on August 18, 2016, the Highlands Council adopted N.J.A.C. 7:70-1 et seq. which includes the Highlands Open Space Partnership Funding Program (Partnership Program) governing the eligible state and local governments, and charitable conservancies for the acquisition of land for passive recreation and conservation purposes; and

**WHEREAS**, the Partnership Program provides for an open space matching grant program that would incentivize property owners to seek out contributions from entities interested in land conservation by having the Council match such contributions on a priority basis identified in the Partnership Program, from certain landowners; and

**WHEREAS**, on October 12, 2017, pursuant to the provisions of N.J.A.C. 7:70 Subchapter 3, the Partnership Program’s eligibility criteria, the Council Landowner Equity and Land Preservation (LELP) Committee reviewed eligible applications and recommended that the sum of \$1,774,395.00 be allocated to the Partnership Program; and

**WHEREAS**, on October 19, 2017, the Highlands Council, by voice vote, affirmed the recommendation of the LELP Committee to allocate \$1,774,395.00 to the Partnership Program with the specific properties for funding to be identified in a later resolution of the Council; and

**WHEREAS**, the Highlands Council wishes to approve specific properties for funding with the funds previously allocated to the Partnership Program; and

DRAFT - FOR CONSIDERATION AT THE DECEMBER 7, 2017  
MEETING OF THE HIGHLANDS COUNCIL

**RESOLUTION 2017-**  
**NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL**  
**APPROVAL OF APPLICATIONS UNDER THE HIGHLANDS OPEN SPACE**  
**PARTNERSHIP FUNDING PROGRAM PURSUANT TO ADMINISTRATIVE RULE**  
**N.J.A.C. 7:70-1 et seq.**

**WHEREAS**, pursuant to N.J.S.A. 13:20-5.j, no action authorized by the Highlands Council shall have force or effect until ten (10) days, Saturdays, Sundays and public holidays excepted, after a copy of the minutes of the meeting of the Council has been delivered to the Governor for review, unless prior to expiration of the review period the Governor shall approve same, in which case the action shall become effective upon such approval.

**NOW, THEREFORE, BE IT RESOLVED**, that the Highlands Council hereby authorizes the Executive Director to make offers to the following properties subject to the eligibility requirements pursuant to Partnership Program:

County	Municipality	Block	Lot
Hunterdon	Lebanon Township	57	13
Hunterdon	Lebanon Township	57	13.01
Hunterdon	Lebanon Township	57	13.02
Hunterdon	Lebanon Township	56	11
Warren	Greenwich Township	18	3
Warren	Greenwich Township	19	1
Warren	Franklin Township	41	1
Warren	Franklin Township	42	1
Warren	Washington Township	16	4
Warren	Franklin Township	34	9
Warren	Franklin Township	18	26
Warren	Franklin Township	41	3
Warren	Franklin Township	41	5
Warren	Franklin Township	41	13
Somerset	Bedminster Township	51	2
Somerset	Bedminster Township	51	3
Passaic	West Milford Township	5008	1
Passaic	West Milford Township	5008	2
Passaic	West Milford Township	5101	3
Passaic	West Milford Township	5101	4

**RESOLUTION 2017-**  
**NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL**  
**APPROVAL OF APPLICATIONS UNDER THE HIGHLANDS OPEN SPACE**  
**PARTNERSHIP FUNDING PROGRAM PURSUANT TO ADMINISTRATIVE RULE**  
**N.J.A.C. 7:70-1 et seq.**

**CERTIFICATION**

I hereby certify that the foregoing Resolution was adopted by the Highlands Council at its regular meeting held on the 7th day of December, 2017.

\_\_\_\_\_  
Jim Rilee, Chairman

**Vote on the Approval of  
The Resolution**

	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Councilmember Alstede	_____	_____	_____	_____	_____	_____
Councilmember Carluccio	_____	_____	_____	_____	_____	_____
Councilmember Dougherty	_____	_____	_____	_____	_____	_____
Councilmember Dressler	_____	_____	_____	_____	_____	_____
Councilmember Francis	_____	_____	_____	_____	_____	_____
Councilmember Holtaway	_____	_____	_____	_____	_____	_____
Councilmember James	_____	_____	_____	_____	_____	_____
Councilmember Richko	_____	_____	_____	_____	_____	_____
Councilmember Sebetich	_____	_____	_____	_____	_____	_____
Councilmember Tfank	_____	_____	_____	_____	_____	_____
Councilmember Visioli	_____	_____	_____	_____	_____	_____
Councilmember Vohden	_____	_____	_____	_____	_____	_____
Councilmember Walton	_____	_____	_____	_____	_____	_____
Chairman Rilee	_____	_____	_____	_____	_____	_____

**DRAFT - FOR CONSIDERATION AT THE DECEMBER 7, 2017  
MEETING OF THE HIGHLANDS COUNCIL  
HIGHLANDS DEVELOPMENT CREDIT BANK  
MINUTES OF THE MEETING OF NOVEMBER 2, 2017**

**PRESENT**

ROBERT G. WALTON	)	CHAIRMAN
DALE DAVIS III	)	DIRECTOR
KENNETH KLIPSTEIN	)	DIRECTOR
ANDREW R. MCELROY	)	DIRECTOR

**VIA TELE-CONFERENCE:**

ROBERT HOLTAWAY	)	DIRECTOR
JIM RILEE	)	DIRECTOR
GREG ROMANO	)	DIRECTOR

**ABSENT:**

THEODORE MAGLIONE	)	DIRECTOR
SUSAN E. PAYNE	)	DIRECTOR

**CALL TO ORDER**

Chairman Robert G. Walton, called the 22<sup>nd</sup> meeting of the Highlands Development Credit Bank Board of Directors to order at 4:00pm.

**ROLL CALL**

Roll call was taken. Directors Maglione and Payne were absent. All other directors were present. *The following Council staff members were present: Margaret Nordstrom, John Maher, Kim Ball Kaiser, James Humphries, Drew Siglin, Carole Dicton, Liz Carlson, and Annette Tagliareni. Also present via tele-conference were Nicholas Kant, Assistant Counsel, Governor's Authorities Unit, and Jennifer Moriarty, DAG.*

**OPEN PUBLIC MEETINGS ACT**

Chairman Walton announced that the meeting was held in accordance with the Open Public Meetings Act at N.J.S.A. 10:4-6. The Highlands Development Credit (HDC) Bank had sent written notice of the time, date, and location of this meeting to pertinent newspapers of circulation throughout the State and posted the same on the Bank's website.

**PLEDGE OF ALLEGIANCE** was then recited.

**APPROVAL OF MEETING MINUTES FOR APRIL 5, 2017**

*Director McElroy made a motion to approve the minutes and Director Davis seconded it.*

*A roll-call vote was taken and the Minutes were APPROVED 6-0.*

**DRAFT - FOR CONSIDERATION AT THE DECEMBER 7, 2017  
MEETING OF THE HIGHLANDS COUNCIL  
HIGHLANDS DEVELOPMENT CREDIT BANK  
MINUTES OF THE MEETING OF NOVEMBER 2, 2017**

**DIRECTOR REPORTS**

There were no Director reports.

**CHAIRMAN'S REPORT**

Committee Chair Walton reported on the following updates/recommendations of the Council's Landowner Equity & Land Preservation (LELP) Committee:

Updates:

- Since the HDC Bank last met, the Highlands Council was awarded \$2.42M dollars for the 2017 Federal Highlands Conservation Act (HCA) grant. With the HCA grant, the total funding available to the Highlands Development Credit Purchase Program (HDCPP) and Council's Highlands Open Space Partnership Funding Program (OSP) is approximately \$6.4M

Council Committee Recommendation:

- The Landowner Equity and Land Preservation Committee met on October 12 and reviewed the 16 remaining unfunded HDCPP applications. These applications consist of 282 HDCs, which equates to a total request of \$4,512,000. The Committee recommended funding all of the remaining HDCPP applications and dedicating approximately \$1.77M to the OSP, which is administered by the Highlands Council.

Council Approval:

- At the Highlands Council's October 19 meeting, the Council approved by voice vote an additional allocation to the HDCPP of \$4,069,302.
  - \$442,698 leftover for the HDCPP from previous allocations due to applicants withdrawals
  - As of today, total available funding is \$4,512,000 with the new allocation and leftover funding from previous allocations
  - This deadline has been incorporated into the Resolution to acquire additional HDCs as paragraph #3

Deadline for HDCPP Closings:

- Staff explained that the most common cause of delayed closings is a lack of necessary documentation provided by the applicants.
- As such, the Committee recommended that a deadline be imposed on all newly approved applicants. The proposed deadline is within six (6) months of the closing instructions letter date.
- Previously approved applicants will receive notification of a six (6) month deadline from the date that these Bank meeting minutes are approved.



**DRAFT - FOR CONSIDERATION AT THE DECEMBER 7, 2017  
MEETING OF THE HIGHLANDS COUNCIL  
HIGHLANDS DEVELOPMENT CREDIT BANK  
MINUTES OF THE MEETING OF NOVEMBER 2, 2017**

- If documentation is not provided within six (6) months, the HDC Bank may then review the application and choose to rescind the purchase offer, making that funding available for future HDCPP application purchases.
- The details of this deadline have been incorporated into the resolution before the Bank at this meeting.

## **EXECUTIVE DIRECTOR REPORT**

Ms. Nordstrom reported that everyone who has applied to the HDCPP will be funded upon the Bank's approval today. Ms. Nordstrom spoke about one particular applicant, Dr. Mahmood, who staff has worked with for several years. Ms. Nordstrom was happy to note that Dr. Mahmood recently closed on his property through the HDCPP.

Chairman Walton asked for a motion on the Resolution.

## **RESOLUTION – AUTHORIZATION TO ACQUIRE HIGHLANDS DEVELOPMENT CREDITS UNDER THE HIGHLANDS DEVELOPMENT CREDIT PURCHASE PROGRAM, N.J.A.C. 7:70-1 et seq.**

*Director McElroy made a motion on the Resolution and Director Davis seconded it.*

### Public Comments

**David Shope, Lebanon Township, NJ** – Mr. Shope commented on his previous request to advise property owners interested in the TDR Program regarding how the HDC value of \$16,000 was determined. Mr. Shope asked if the Bank plans to notify the property owners. Chairman Walton responded that the Bank does not plan to respond. Mr. Shope then gave a history of how he believes the \$16,000 value was determined.

**Wilma Frey, New Jersey Conservation Foundation** – Ms. Frey supports the funding of these HDCPP applications.

*Director Klipstein was present at 4:10pm.*

### Director Comment

Director Romano commented and made a recommendation regarding the phrasing of the Resolution, in particular, in paragraphs #3 and #4 of the Resolution regarding "...may consider rescinding..." and "closing costs" to property owners regarding title searches. Chief Counsel Maher responded that the language is acceptable either way. Chairman Walton noted that the language would stay "as is." Director Romano responded that it was acceptable to him.

*A roll-call vote was taken and the Resolution was APPROVED 7-0. Director Klipstein voted "yes" on the resolution, however, abstained on the Clinton Township property (Block 68 Lot 6).*

Chairman Walton asked for a motion on the next Resolution.

**DRAFT - FOR CONSIDERATION AT THE DECEMBER 7, 2017  
MEETING OF THE HIGHLANDS COUNCIL  
HIGHLANDS DEVELOPMENT CREDIT BANK  
MINUTES OF THE MEETING OF NOVEMBER 2, 2017**

**RESOLUTION – ANNUAL MEETING SCHEDULE FOR 2018**

*Director Klipstein made a motion on the Resolution and Director McElroy seconded it.*

There were no public comments.

*A roll-call vote was taken and the Resolution was APPROVED 7-0.*

Chairman Walton opened the floor for public comment on any other matters.

**PUBLIC COMMENT**

**David Shope, Lebanon Township, NJ** – Mr. Shope commented on Lebanon Township's obligation regarding affordable housing and in his opinion this will give the Council more work.

*Director Klipstein made a motion to adjourn the meeting and Director McElroy seconded it. The meeting adjourned at 4:18pm.*

**CERTIFICATION**

I hereby certify that the foregoing is a true copy of the minutes of the meeting of the Highlands Development Credit Bank Board.

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Annette Tagliareni, Executive Assistant

DRAFT - FOR CONSIDERATION AT THE DECEMBER 7, 2017  
MEETING OF THE HIGHLANDS COUNCIL  
**HIGHLANDS DEVELOPMENT CREDIT BANK**  
**MINUTES OF THE MEETING OF NOVEMBER 2, 2017**

<b>Vote on the Approval of These Minutes</b>	<b>Motion</b>		<b>Second</b>		<b>Yes</b>		<b>No</b>		<b>Abstain</b>		<b>Absent</b>
Councilmember Alstede											
Councilmember Carluccio											
Councilmember Dougherty											
Councilmember Dressler											
Councilmember Francis											
Councilmember Holtaway											
Councilmember James											
Councilmember Richko											
Councilmember Sebetich											
Councilmember Tfank											
Councilmember Visioli											
Councilmember Vohden											
Councilmember Walton											
Chairman Rilee											

**DRAFT - FOR CONSIDERATION AT THE DECEMBER 7, 2017  
MEETING OF THE HIGHLANDS COUNCIL  
NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL  
MEETING MINUTES OF OCTOBER 19, 2017**

**PRESENT**

JIM RILEE	)	CHAIRMAN
KURT ALSTEDE	)	VICE CHAIR
TRACY CARLUCCIO	)	COUNCIL MEMBERS
TIMOTHY P. DOUGHERTY	)	
MICHAEL R. DRESSLER	)	
ROBERT HOLTAWAY	)	
CARL RICHKO	)	
BRUCE JAMES	)	
RICHARD VOHDEN	)	

**VIA-TELECONFERENCE**

MICHAEL SEBETICH	)
JAMES VISIOLI	)
ROBERT G. WALTON	)

**ABSENT**

MICHAEL FRANCIS	)
MICHAEL TFANK	)

**CALL TO ORDER** 157<sup>TH</sup> meeting of the New Jersey Highlands Water Protection and Planning Council to order at 4:03pm.

**ROLL CALL**

Roll call was taken. Members Sebetich, Visioli, and Walton were present via tele-conference. Members Francis and Tfank were absent. All other Council Members were present. *The following staff members were present: Margaret Nordstrom, John Maher, James Humphries, Corey Piasecki, Kim Ball Kaiser, Maryjude Haddock-Weiler, Keri Green, Drew Siglin, Herb August, Ranji Persaud, Christina Petagna, Carole Ann Dicton, and Tom Tagliareni. Also present were Nicholas Kant, Assistant Counsel, Governor's Authorities Unit, and Jennifer Moriarty, Deputy Attorney General.*

**OPEN PUBLIC MEETINGS ACT**

Ms. Tagliareni announced that the meeting is being held in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. The Highlands Council sent written notice of the time, date, and location of this meeting to pertinent newspapers of circulation throughout the State and posted notice on the Highlands Council website.

**DRAFT - FOR CONSIDERATION AT THE DECEMBER 7, 2017  
MEETING OF THE HIGHLANDS COUNCIL  
NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL  
MEETING MINUTES OF OCTOBER 19, 2017**

**PLEDGE OF ALLEGIANCE** was then recited.

Chairman Rilee introduced Jennifer Moriarty, Council's new representative from Deputy Attorney General's office.

**APPROVAL OF HIGHLANDS COUNCIL MINUTES OF AUGUST 17, 2017**

Chairman Rilee asked for a motion on the Minutes of August 17, 2017.

*Member Richko made a motion to approve the Minutes of August 17, 2017. Member Holtaway seconded it.*

*A roll call vote was taken. The Minutes of August 17, 2017 were APPROVED 12-0.*

**CHAIRMAN'S REPORT**

There was no Chairman's Report.

**EXECUTIVE DIRECTOR'S REPORT**

Ms. Nordstrom reported that the state released the final New Jersey Water Supply Report. The complete document, along with a comment response document is available and a link will be sent to members after our meeting.

Ms. Nordstrom highlighted the following staff activities:

- Highlands Development Credit (HDC) Certificates were issued to Richard and Jodi Sparling; 5.75 HDCs sold to the HDC Bank on August 22, 2017
- 34 municipal exemptions were issued

Personnel Update

Ms. Nordstrom acknowledged the following staff members:

- Promotion - Keri Green to Senior Resource Management Specialist
- New Hire - Christina Petagna - Resource Management Specialist

**LANDOWNER EQUITY AND LAND PRESERVATION COMMITTEE**

Committee Chair Walton reported on the following updates/recommendations of the committee:

**DRAFT - FOR CONSIDERATION AT THE DECEMBER 7, 2017  
MEETING OF THE HIGHLANDS COUNCIL  
NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL  
MEETING MINUTES OF OCTOBER 19, 2017**

Updates:

- The Committee met on October 12, 2017
- Since the Committee's last meeting (3/8/17), the Highlands Council was notified of a \$2.42 million award in the 2017 Federal Highlands Conservation Act grant program.
- Total available funding for the Highlands Development Credit Purchase Program (HDCPP) and Council's Open Space Matching Program (OSP) is approximately \$6.4 million.
- Between the two programs, there is \$10.7 million in remaining unfunded applications from the 2016 application rounds.

Committee Chair Walton reported that the committee recommends that Council allocate available funding as follows:

- The Committee recommends funding all of the remaining HDCPP applications, which will be reviewed at the November 2 Bank meeting.
- The Committee also recommends funding approximately \$1.8 million OSP applications, noting specific applications would be reviewed and approved at a later Council meeting.

Council Action:

By a voice vote, the Council was asked to allocate funding as follows:

- HDCPP - \$4,069,302.00
- OSP - \$1,774,395.50
- Hold approximately \$60,000 for closing costs and future allocations

*Committee Chair Walton made a motion to approve the allocation of funding for the OSP and HDCPP. Member Visioli seconded it.*

There was no Council comment.

*A roll call vote was taken. All members present voted to APPROVE 12-0.*

## **BUDGET & FINANCE COMMITTEE**

Committee Chair Holtaway provided a report for the FY2018 General Operating Budget:

- Budget remains flat with no increases in total expenditures.
- Some minor changes in three (3) line items:
  - Postage meter
  - Water cooler
  - Office supplies

**DRAFT - FOR CONSIDERATION AT THE DECEMBER 7, 2017  
MEETING OF THE HIGHLANDS COUNCIL  
NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL  
MEETING MINUTES OF OCTOBER 19, 2017**

At the close of FY2017, there was an unexpended remaining balance of \$266,385.96 in the salary account held by DEP/Treasury due to staff separation and reorganization. Treasury released those funds back to the Council to fund the RMP Account. As a result, the RMP funding for FY2017 was increased from \$44,625.32 to \$311,011.28. There is no dedicated funding source for the RMP. The Council continues to fund the RMP in this manner.

Chairman Rilee asked for a motion of the resolution.

**Resolution - Approval of the Fiscal Year 2018 General Operating Budget**

*Member James made a motion on the Resolution. Member Vobden seconded it.*

Chairman Rilee opened the meeting to public comment on the resolution.

**Public Comment**

**Hank Klumpp, Tewksbury, NJ** – Mr. Klumpp asked what the funding was for last year's budget. Committee Chair Holtaway responded that last year's budget was the same as this year.

There was no Council comment.

*A roll call vote was taken. The resolution was APPROVED 11-1.*

Committee Chair Holtaway provided a report for the FY2018 Highlands Protection Fund Capital Budget:

- The proposed FY18 Highlands Protection Fund Capital Budget is an estimate of potential expenditures between the dates of July 1, 2017 and June 30, 2018
- Reauthorization from the State Budget is \$2,182,000 (remained flat from previous years)
- The Highlands Grant Program provides reimbursement to municipalities who are changing their ordinances and master plan elements in accordance with the Highlands Act and RMP.
- FY2018 estimates:
  - Municipalities - \$1,280,000
  - Counties - \$275,000
- The estimate is based on the need to address specific programs based on regulatory changes at the Department of Environmental Protection.
  - Wastewater Management Planning
  - Water Use and Conservation Management Planning.
  - "Next steps" for municipalities and counties that are participating in the Plan Conformance Grant Program.
- Estimating paying \$1,000,000 from existing municipal Plan Conformance contracts this fiscal year.

DRAFT - FOR CONSIDERATION AT THE DECEMBER 7, 2017  
MEETING OF THE HIGHLANDS COUNCIL  
NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL  
MEETING MINUTES OF OCTOBER 19, 2017

Committee Chair Holtaway noted that there are two separate resolutions for the Highlands Protection Fund Capital Budget:

**Resolution – Approval of the Fiscal Year 2018 Highlands Protection Fund Capital Budget**

*Member Vohden made a motion on the Resolution. Member Holtaway seconded it.*

Chairman Rilee opened the meeting to public comment on the resolution.

**Public Comment**

**David Shope, Lebanon Township, NJ** – Mr. Shope spoke in opposition of the Highlands Protection Fund Capital Budget as in his opinion it benefits the municipal planners and engineers.

**Hank Klumpp, Tewksbury, NJ** – Mr. Klumpp asked what Council spent last year on grants and what we accomplished. Ms. Nordstrom responded that staff would provide the information to Mr. Klumpp.

There was no Council comment.

*A roll call vote was taken. The resolution was APPROVED 11-1.*

**Resolution – Approval of FY2018 Highlands Protection Fund Capital Budget For Water Use And Conservation Management Plans, Wastewater Management Plans, and Plan Conformance Funding**

*Member Holtaway made a motion on the Resolution. Member James seconded it.*

Chairman Rilee opened the meeting to public comment on the resolution.

**Public Comment**

There was no public comment.

There was no Council comment.

*A roll call vote was taken. The resolution was APPROVED 11-1.*

**RMP AMENDMENT COMMITTEE**

Chairman Rilee reported that agenda item #10 – RMP Amendment Committee will be carried over to December's Council meeting.

**OTHER BUSINESS**



DRAFT - FOR CONSIDERATION AT THE DECEMBER 7, 2017  
MEETING OF THE HIGHLANDS COUNCIL  
NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL  
MEETING MINUTES OF OCTOBER 19, 2017

**Resolution – Annual Meeting Schedule for 2018**

*Member Vohden made a motion on the Resolution. Member Alstede seconded it.*

Chairman Rilee opened the meeting to public comment on the resolution.

**Public Comment**

There was no public comment.

*A roll call vote was taken. The resolution was APPROVED 11-1.*

Chairman Rilee then opened the meeting to the public for any other comments.

**Public Comment**

**George Cassa, Califon, NJ** – Mr. Cassa asked if there is any guidance on the status of the recently amended septic density rules as they apply to existing wastewater management plans and how they relate to other ordinances. Mr. Humphries responded that the amended septic density rules refer to the NJDEP Highlands rules citation so no change needs to be made to Highlands ordinances or wastewater management plans in the Preservation Area only.

**Hank Klumpp, Tewksbury, NJ** – Mr. Klumpp commented on a Courier News article dated October 6, 2017 entitled “Too quiet on the Highlands front.” In particular, Mr. Klumpp commented on amending the Regional Master Plan.

**David Shope, Lebanon Township, NJ** – Mr. Shope spoke in opposition of the onerous language in the deed restriction and the low HDC value. Mr. Shope also spoke about municipalities with low sewer systems.

*Member Sebetich left the meeting via tele-conference at 4:30pm.*

**Hank Klumpp, Tewksbury, NJ** – Mr. Klumpp spoke in opposition of the three-minute limit on public comments. Mr. Klumpp would like the Council to limit public comment time to six minutes.

**George Stafford, New Jersey Highlands Coalition** – Mr. Stafford commented that Council should consider loosening up the three-minute public comment time.

**Council Comment**

**DRAFT - FOR CONSIDERATION AT THE DECEMBER 7, 2017  
MEETING OF THE HIGHLANDS COUNCIL  
NEW JERSEY HIGHLANDS WATER PROTECTION AND PLANNING COUNCIL  
MEETING MINUTES OF OCTOBER 19, 2017**

Member Dressler asked Chief Counsel Maher whether the Council is guided by Robert's Rules of Order and whether the Chair has authority to table a resolution without approval by the entire Council.

Chief Counsel Maher stated that the Bylaws provide that Roberts Rules guide the Council and further that the Chair has exclusive authority to set the Council agenda, which includes the power to place matters on the agenda and to remove them. Mr. Maher stated that, in his opinion, the Chair may table a matter on the agenda without requiring approval from a majority of the Council.

*Member Holtaway made a motion to adjourn the meeting. Member Richko seconded it. All were in favor. The meeting was adjourned at 4:35pm.*

**CERTIFICATION**

I hereby certify that the foregoing is a true copy of the minutes of the meeting of the Highlands Water Protection and Planning Council.

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Annette Tagliareni, Executive Assistant

**Vote on the Approval of  
These Minutes**

	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Councilmember Alstede	_____	_____	_____	_____	_____	_____
Councilmember Carluccio	_____	_____	_____	_____	_____	_____
Councilmember Dougherty	_____	_____	_____	_____	_____	_____
Councilmember Dressler	_____	_____	_____	_____	_____	_____
Councilmember Francis	_____	_____	_____	_____	_____	_____
Councilmember Holtaway	_____	_____	_____	_____	_____	_____
Councilmember James	_____	_____	_____	_____	_____	_____
Councilmember Richko	_____	_____	_____	_____	_____	_____
Councilmember Sebetich	_____	_____	_____	_____	_____	_____
Councilmember Tfank	_____	_____	_____	_____	_____	_____
Councilmember Visioli	_____	_____	_____	_____	_____	_____
Councilmember Vohden	_____	_____	_____	_____	_____	_____
Councilmember Walton	_____	_____	_____	_____	_____	_____
Chairman Rilee	_____	_____	_____	_____	_____	_____